

City of Roswell, NM

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E-MAIL AND INTERNET USE POLICY

PURPOSE

The City of Roswell has established the following policy regarding the use of electronic mail (e-mail) messages created, sent, received or otherwise accessed as well as the use of the Internet by City employees. The City reserves the right to make changes to this policy at any time as may be required under the circumstances.

POLICY

The e-mail system and Internet access are provided by the City to assist in the conduct of City business.

The e-mail system and the ability to access the Internet are the property of the City. This includes any hardware and/or software and all information created, sent, received or otherwise accessed through the e-mail system as well as through the Internet.

The use of the e-mail system and the Internet is intended for City business and is not to be used for personal business.

The City, at any time, has the right to review, audit, intercept, access and disclose any and all information created, sent, received or otherwise accessed through the e-mail system or through the Internet. This includes information that has been deleted from an employee's computer as such information may be stored on the computer's back-up system.

PASSWORDS

The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the City.

The use of passwords does not imply that the e-mail system or the use of the Internet is for personal confidential communication nor that the use of the e-mail system or the Internet are the property right of an employee.

PROHIBITED USES

The e-mail system and the use of the Internet are not to be used to create, send, receive or otherwise access any offensive or disruptive information. This includes information which contains sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability. In addition, the solicitation of funds, any illegal or unethical activity or any activity that can reasonably be construed to be detrimental to the interests of the City are specifically prohibited.

Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive another person's e-mail messages without proper authorization.

RETENTION OF INFORMATION

E-mail messages and information accessed through the Internet may be subject to the provision of the Public Records Act of the State of New Mexico.

APPLICABILITY

The e-mail system and access to the Internet shall be used only by City employees unless otherwise authorized by the City Manager. Employees of temporary agencies who are assigned to work for the City are also subject to the provisions of this policy.

ENFORCEMENT

Department heads are responsible for the implementation of and adherence to this policy within their departments.

Employees and other authorized users who violate this policy or use the e-mail system or the Internet for improper purposes shall be subject to discipline.

Violations of this policy or misuses of the e-mail system or of the Internet may be referred for criminal prosecution.

ACKNOWLEDGMENT

I, the undersigned, acknowledge receipt of a copy of the City of Roswell's *E-mail and Internet Use Policy*. I understand that as an employee of the City of Roswell, it is my responsibility to comply with the *E-mail and Internet Use Policy* and any future revisions or additions, whether or not I have signed an acknowledgment of such.

I understand that the signed copy of this policy will be placed in my personnel file.

Printed Name

Signature

Date